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DFD-6400-59

9 October 1959

MEMORANDUM FOR : Chief, Material Branch, DFD-DD/P

THROUGH : Chief, Administrative Branch, DFD-DD/P

SUBJECT : Space Modification - Phone and Safe Arrangements - Rooms 516, 520 and 524 Matomic Building

1. In accord with our conversation this is forwarded to record the undersigneds' request for modification of the present telephone installations in Rooms 516, 520 and 524, Matomic Building. In addition, it is requested that safes in these rooms be moved to Room 516 except for two safes.

2. The proposed telephone installation modifications are as follows:

(a) In Room 516, remove the telephone stack and electrical outlet located on the South wall. This area will be devoted to safe storage.

(b) Move present Agency phones to place one in each location marked by a red X on the attached sketch of the proposed 520-524 room structure.

(c) Move [redacted] to the desks designated. This will entail movement of only one line.

25X1

(d) Install with each Agency phone an interoom buzzer to connect the professional desks, the clerical area and one desk in Room 516.

(e) Move the Pentagon extension from Room 516 to the steno desk marked Y.

(f) Remove the present three sterile phone extensions.

(g) Obtain a new sterile phone for the use of the Security Section and install extensions on each of the professional desks and on the steno desk marked Z.

3. In keeping with structural modifications the above changes are requested to improve working conditions and general production

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efficiency. In the event this is not enough information, please let us know.

25X1

[redacted]

Security Officer
DPD-DD/P

Distribution:
0&2-Addressee
1-CH/Admin Br.
1-SO,DPD-DD/P
1-RI,DPD-DD/P

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[redacted]

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